

**NASHUA PUBLIC LIBRARY  
2 COURT STREET  
NASHUA, NEW HAMPSHIRE 03060**

**LIBRARY BOARD OF TRUSTEES MEETING**

January 7, 2020  
7:00 P.M.

**AGENDA**

1. Public comment period
2. Review of monthly bills and trust fund requests
3. Approval of Minutes from November meeting
4. Staff appointment, Executive Assistant/Office Manager  
Elena Kolbenson, start date 11/18, starting salary \$48,236
5. Assistant Director travel to Nashville for Public Library Association Conference
6. Other Business

SPECIAL MEETING OF THE BOARD OF TRUSTEES  
OF THE NASHUA PUBLIC LIBRARY

A special meeting of the Board of Library Trustees was held at 4:30 pm on December 18, 2019, in the Chandler Memorial Wing at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Linda Laflamme (Chair)  
Manuel Espitia  
David Pinsonneault  
Paul Bergeron

Also present was Library Director Jennifer McCormack, who took the minutes.

Chairman Laflamme called the meeting to order at 4:33 pm.

Public comment period: There was no public comment

Upon a motion duly made by Mr. Pinsonneault, seconded by Mr. Espitia, the Board  
unanimously **approved the following staff appointments:**

**Mary Ellen Carter Gilson:** promotion to full-time Reference Librarian effective immediately. Starting salary \$20.00 per hour/ \$41,600 annual

**Brendan Chella:** part time Reference Librarian, start date 1/6, starting salary \$19.31/hour

**Meghan Cloutier:** full time Youth Services Library Assistant, start date 1/6, starting salary \$16.35 per hour/\$34,008 annually

Upon a motion by Mr. Espitia, seconded by Mr. Bergeron the Board **unanimously**  
**approved an expenditure from Miscellaneous Donations in amount of \$307** for books  
distributed at the Arlington Street Community Center.

There being no further business to come before the Board, upon a motion duly made by  
Mr. Pinsonneault, seconded by Mr. Bergeron, the Trustees unanimously:

RESOLVED: That the meeting be adjourned at 4:45 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary



11/26/19

The Nashua Public Library Board of Trustees welcomes public comments on Library matters. For the sake of time and interest, the Board adheres to the following rules during the public comment period:

1. Each person must sign-in if they wish to have a turn addressing the Board and the Library Director. Anyone who refuses to identify themselves by signing-in will not be permitted to speak.
2. The sign-in roster (below) will determine the speaking order for those who wish to make a public comment.
3. Each speaker is allowed one period of up to 3 minutes.
4. The public comment period will be open for up to 15 minutes, at the beginning of the meeting.
5. The Board of Trustees and the Library Director are under no obligation to respond to the public during this comment period.

	Date	First and Last Name	Address	Subject	Affiliation (if applicable)
1	11/26/19	Beth Scaer	111 E Hobart St.	children's books	n/a
2	11/26	Elizabeth Furber	325 Broad St	Scheduling	N/A
3					
4					
5					



REGULAR MEETING OF THE BOARD OF TRUSTEES  
OF THE NASHUA PUBLIC LIBRARY

A regular meeting of the Board of Library Trustees was held at 7:00 pm on November 6, 2019, in the Chandler Memorial Wing at the Nashua Public Library, 2 Court Street, Nashua, New Hampshire.

Trustees present were:

Linda Laflamme (Chair)  
Manuel Espitia  
Padma Kunapareddy  
Kristin Kane

Also present was Assistant Library Director Jenn Hosking, who took the minutes.

Chairman Laflamme called the meeting to order at 7:00 pm.

Public comment period: Beth Scaer asked if the library had a parent advisory group to discuss material purchases with for the children's collection. Elizabeth Ferriera inquired about the schedule for posting Board meeting agendas on the city's website.

The Board examined the bills and, upon a motion duly made by Ms. Kane, seconded by Mr. Espitia, unanimously:

RESOLVED that bills in the amount of \$23,617.01 be approved for payment from the **Regular** budget and bills in the amount of \$3,663.05 be approved for payment from the **Fines** budget.

Upon a motion duly made by Ms. Kane, seconded by Mr. Espitia, the Board unanimously **approved \$232 to be expended from the Stearns trust to fund the additional content for the RBdigital magazine collection.**

Upon a motion duly made by Mr. Espitia, seconded by Ms. Kane, the Board unanimously **approved the minutes of the October 1, 2019 meeting.**

James Gaul and Andrea Mackey of Boston Advisors explained the Knights of Columbus Asset Advisors acquisition of Boston Advisors and the outcomes that resulted. They also presented a portfolio review of library trust investments including a market review and outlook as well as an overview of holdings.

In other business Assistant Director Hosking informed the Board that the Sirsi-Dynix ILS contract was approved by the finance committee earlier in the evening.

There being no further business to come before the Board, upon a motion duly made by Ms. Kane seconded by Ms. Kunapareddy, the Trustees unanimously:

**RESOLVED:** That the meeting be adjourned at 7:46 pm.

Attest \_\_\_\_\_

David K. Pinsonneault, Secretary

11/22/19



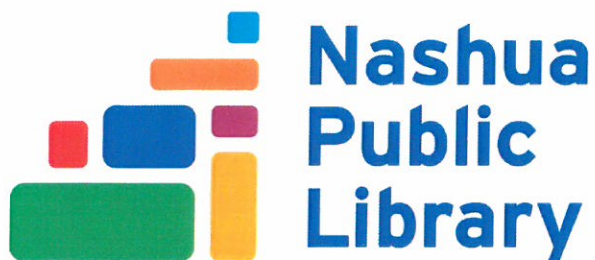
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	Date	First and Last Name	Address	Subject	Affiliation (if applicable)
1	11/14/19	Beth Scaer	111 E Hobart St.	children books	n/a
2					
3	11/18	Elizabeth Fournier	325 Broad St	Scheduling	N/A
4					
5					







**01/07/2020**

**Director's Report**

**Buildings and Grounds:**

- We have replaced the bulletin board in the lobby with a monitor that will display upcoming events and programs, information about library hours and services and infographics reflecting statistical data about library use and collections.
- Bid documents for the plaza renovation are in the final stages of preparation, I expect the RFP for this project to be issued next week. Once bids are received the working group will reconvene to discuss the proposals: we won't have a timeline for construction of phase 1 until a vendor is selected and contract negotiations are complete.
- I will be bringing our same 4 projects to the capital improvements committee on Monday, January 13<sup>th</sup>: brick repointing, HVAC renovation and digital controls, plaza renovation. Hard copies of my submissions will be available at the Board meeting, please let Elena or I know if you'd like electronic copies ahead of time.

**Department updates**

- Credit card readers were installed on the public printers last week, customers can now pay for their print jobs with credit or debit cards. This change does not apply to the photocopiers, we would not reach the monthly minimum required on that machine, but we can offer a workaround to customers when needed.

- Implementation of the ILS enhancements began in December: MobileCirc is up and running and staff is being trained, integration of our digital collections into the catalog is in process and we expect the full authority cleanup to happen in the next couple of weeks. Our next focus will be improvements to Enterprise and accepting online payments of fines.
- Rachel Gualco is out on maternity leave until April 1, in the meantime other library staff are taking on the majority of her duties and we are contracting with a local graphic designer for some of our printed materials and handouts. Thanks especially to Carol for managing that and the art gallery installations on top of her regular work load.
- Tax help will begin on February 3: drop-ins are welcome but customers can dial 211 to make an appointment and this year online scheduling of appointments is available by visiting <http://ndts.weebly.com/>
- Winter Reading challenges: the Mayor's Winter Reading challenge and the NPL Long Winter Read both kicked off on December 20<sup>th</sup>: readers can log their reading time in Beanstack to be eligible for electronic badges and incentives. As of January 2, 2020 there were 97 students grades K-8 registered for the Mayor's program and 65 Teens and Adults registered for the Long Winter Read.

#### **Administration updates**

- The city has begun the process of selecting preferred vendors for a variety of services including: Electricians, Plumbers, HVAC, Landscaping, Photography, Apparel and promotional items, Tree removal and Printing. We are looking forward to this improvement in procedures which will considerably improve efficiency. Elena has submitted our list of regular providers for those services so they will be included in the procurement process.

- Beginning this month (January, 2020) materials for the Board of Trustee meetings will be posted on the city's website in the agenda center with the exception of items for the Board to consider that aren't a matter of public record, those will be emailed directly to members.
- Policy updates: I had a revision to the Meeting Room policy ready for last month's Board meeting but in the intervening month another issue has come up that requires further revision of the policy, a final draft will be ready for your review at the February meeting. Also in process are revisions to the Collection Development policy and Code of Conduct; I'm also developing a new policy for accepting works from local authors.

### **Budget/Financial updates**

- We received our budget instructions from the CFO last week, budget worksheets will be sent out on January 14<sup>th</sup> and our proposed budget is due to his office on Tuesday, February 4<sup>th</sup>. I'll request an extension of that deadline since that is the date of the Board's next regular meeting at which you will be reviewing and discussing our FY2021 budget proposal.

### **Monthly statistics**

This is a new section I'll be including in my monthly reports: the categories will vary from month to month. In addition the Board will also receive a year-end statistical report on a wide range of library activities including circulation, library visits, use of computers and use of our streaming services.

- **December door count:** 16,939
- **Kanopy:** Customers visited our Kanopy page 2,715 times and 539 films were streamed in December, a total of over 17,000 minutes of viewing time.
- **Hoopla:** our newest eMedia service which launched on December 5<sup>th</sup> has already been used by 98 customers who have circulated 141 items.
- **Overdrive:** Nashua customers used 5,195 eBooks and eAudio using this service in December.

